Policy/Procedure	NEW SPM	Old SPM
•	Section	Section
2006 State Informing Materials Procedure	6012	N
AB2726 Referrals, Assessments and Services	301	9-1.26
Accessing Staff Directory and Fee for Service Provider List Procedure	6027	N
Acknowledgement of Abuse Reporting Duties	805	3-2.35
Adjustment of Client Fees	815	9-2.10
Admission Standards for Penal Code	809	9-1.12
Advance Health Care Directives policy	903	11-1.21
Advertising Procedures - Employment	4003	3-1.11
Air Pollution Emergency Episode Plan  Aleghal and Prus Services Code of Professional Conduct Policy	7008 202	7-1.13
Alcohol and Drug Services Code of Professional Conduct Policy	208	N N
Alcohol and Drug Services Program Review Policy Alcohol and Drug Services Program Review Procedure	206	N
Appointment Scheduling	713	9-1.18
Approval for Filling Vacancies procedure	4002	3-1.10
Assignment of Meeting Rooms	702	2-4.10
Assignment of Pagers to Divisions/Programs and Staff	3021	4-2.23
Authorization for Internet Access procedure	5003	4-2.23 N
Authorization to Release Confidential Protected Health Information Policy	913	14-1.37
Authorization to Release Confidential Protected Health Information Procedure	913	14-1.37
Beneficiary Grievance and Appeal Policy	6029	11-1.14
Beneficiary Grievance and Appeal Procedure	6030	11-1.14
Benzodiazepine Medication Policy	2007	13-1.14
	3027	6-3.12
Billing and Collection for Treatment Services Policy Billing Guidelines for Quality Assurance Activities Policy	6019	0-3.12 N
Bomb Threat Procedure	7005	7-1.10
Budget Development and Changes	3023	6-1.10
Case Management Services	102	9-1.33
Case Management Services for Child and Adolescent Clients	302	12-1.13
Cellular Phones	3022	4-2.32
Certification of Billed Services	915	5-1.10
Certification of Services for SD/MC Reimbursement - Rehabilitation Option	6001	5-1.10
Charge Data Invoice and Chart Verification	705	6-3.30
Child Abuse Reporting	503	12-1.12
Child Abuse Reporting Procedures	303	12-1.12
Client Access and Amendment of Medical Record	911	14-1.36
Client Privacy and Confidentiality of Protected Health Information	905	N
Clients in Possession of Firearms and Other Weapons	7010	7-1.21
Clinic Responsibility for Processing Client Registration, PFI, CDI	703	6-3.10
Clinical Supervision for Licensure	806	3-2.51
Clinical Therapists Reassignment Request	4010	3-1.22
Communication Procedures	3005	2-1.10
Compliance Auditing and Monitoring	917	16-1.13
Compliance Committee	920	N
Compliance Hotline	919	16-1.15
Compliance Plan Policy	934	N
Compliance Program Code of Conduct	914	16-1.10
Computer and Network Appropriate Use Policy	5004	N
Confidentiality - Quality Management	6010	15-1.11
Confidentiality Guidelines	823	14-1.10
Confidentiality With Client Support Person	825	14-1.12
Conflict of Interest	4014	3-2.10
Consent for Minors to Receive Psychotropic Medication	2017	13-4.12
Consent for Treatment of Minors	811	9-1.15

Chapter Title	NEW SPM	Old SPM
Chapter Title	Section	Section
Consumer Benefit Assistance Protocol	808	6-3.11
Consumer Focus Group	1005	9-1.48
Consumer Focus Group Procedure	1007	9-1.48
Contract Provider Certifications Procedure	6017	N
Control & Organization of the Standard Practice Manual	3001	1-1.10
Control/Access to Medication and Medical Supplies	2008	13-1.12
Correction of Overlapping Service	707	6-3.32
County Clinic Certification Procedure	6018	N
Cultural Competency Policy	1006	N
Data and Integrity Policy	925	N
Day Treatment Weekly Charting in Staff Meetings	821	13-4.15
DBH Alcohol and Other Drug Programs Counselor Certification Policy	201	N
Department Liability for Employees and Volunteers' Actions	7002	3-2.21
Department of Psychiatry Credentialing of Psychiatrists	2001	3-3.10
Destroying Unknown or Illegal Drugs	2013	13-2.10
Deviation from Standard of Practice of Medicine	2006	13-1.10
Device and Media Controls Policy	5008	N
<u>Diagnosis of Mental Disorder</u>	810	9-1.14
Disability Application	820	13-4.10
Disability Application	2016	13-4.10
Disability Discrimination Complaints	4017	3-2.13
Disaster and Mass Casualty	7007	7-1.12
Dress and Grooming Policy	4016	3-2.12
Duty to Warn and Protect Third Parties in Response to a Client Threat Procedure	826	12-1.10
Duty to Warn and Protect Third Parties in Response to a Client Threat Policy	819	12-1.10
Earthquake Procedure	7006	7-1.11
Electrical Safety - Personal Appliances	7012	7-1.13
Electronic Transfer of Client PHI	909	2-1.21
Emergency Action Plan (EAP) Policy (pending)	7022	N
Employee General Safety Policy	7021	N
Employee Reassignment Requests	4008	3-1.17
Employee Separation Procedure (pending)	4028	3-1.15
Employee Training Checklist Completion Procedures	4001	2-4.15
Employee Work Performance Evaluation Policy (pending)	4029	N
Employment Physicals	4009	3-1.18
Evacuation of Clinic Due to Dangerous Client	7009	7-1.20
Field Trips/Conferences	802	2-1.30
Fraud, Waste and Abuse Prevention Policy	927	N
Guidelines For Psychiatrists Assigned to Outpatient Clinics	2004	3-3.13
Handling of Contaminated Waste/Needles and Syringes	2014	13-2.11
HIPAA Notice of Privacy Practices	910	14-1.34
HIPAA Violation Sanctions Policy	926	N
HIV/AIDS Charting	824	14-1.11
How to Report an Incident	7017	12-2.13
Inappropriate Conduct in Child Care (pending)	307	N
Incoming Mail - Departmental	3006	2-1.21
Incorporated Employees - Fiscal Control Procedures	2003	3-3.12
Ineligible Persons Policy	933	N
Initial Client Screening	710	9-1.10
Initial Contact Form	711	9-1.13
Intensive Aggressive Case Management	101	9-1.31
Investigating and Reporting Death of a Consumer	7018	12-2.14
<u>Laboratory Services/Physical Assessment</u>	2019	13-4.14

Chapter Title	NEW SPM	Old SPM
Comptor Title	Section	Section
<u>Leave of Absences - Physicians</u>	2005	3-3.14
Legal Opinion From County Counsel	3010	2-2.20
<u>Legislative Activities</u>	3011	2-2.30
Lost and Found	701	2-1.22
Maintenance - Plant & Equipment	3016	4-1.20
Mandatory Cultural Diversity Training	1002	3-1.90
Mandatory Cultural Diversity Training (pending)	8004	3-1.90
Mandatory Orientation	4004	3-1.13
Mass Media Release Policy	3007	2-1.30
Medical Records - Centralized Off Site Storage	907	14-1.31
Medical Records Requiring Special Handling	908	14-1.32
Medical Records Security Policy for Outpatient Services	904	14-1.20
Medical Services Staff Organization	2002	3-3.11
Medicare Personal ID	709	6-3.34
Medication Appointment - Scheduling	2011	13-1.15
Medication Only Cases	2009	13-1.13
Medication Support Groups	2020	13-5.10
Medication Support Services - OADP	2010	13-1.14
Medication Support Services - OADP only	206	13-1.14
Mental Health Services for Hearing Impaired	813	9-1.28
Mission and Goals - Department of Behavioral Health	3004	1-2.20
Monitoring and Authorizing of Out-of-County Medi-Cal Children Procedure	928	N
Monthly Reporting Guide Procedure	6028	N
No Show Policy	714	9-1.19
No Smoking	4020	3-2.31
NOAs Issued by the MHP Policy	6007	9-1.50
Non-Discrimination / Equal Employment Opportunity	4015	3-2.11
Notice of Medical Information Policy	203	N
Notice of Medical Information Procedure	204	N
Obtaining & Operation of County Vehicles	3014	2-3.20
Occupational Injuries and Illness Log - OSHA 200	7003	3-2.22
Occupational Injury or Illness Reporting Procedure	7020	12-2.13
Organization of the Department	3003	1-2.10
Out of County Access for State Mental Hospital	812	9-1.16
Out Processing of Terminated Employees	4006	3-1.15
Outpatient Chart Audit- Site Review Policy	6020	N
Outpatient Clinic/FFS Patients' Complaint Procedure	6008	11-1.14
Overtime Policy  Paid Advertising Presenting Constal	4025	N
Paid Advertising Procedure - General	3009	2-1.32
Patient Complaint Procedures  Patiente Dighte Policy	715 935	11-1.11
Patients Rights Policy  Paragraph Reserves	935 4018	11-1.12 3-2.20
Personnel Records	3024	6-2.10
Petty Cash Pharmacy Policies and Procedures	2015	13-3.10
	2018	
Physician's Orders  Policies Regarding Authorization and Designation Burguent to LBS Act	2016 818	13-4.13
Policies Regarding Authorization and Designation Pursuant to LPS Act Position Transfer and Reassignment Policy	4026	11-1.20 3-1.14
Position Transfer and Reassignment Procedure Position Transfers	4027 4005	3-1.14 3-1.14
Post State Audit	4005 6014	3-1.14 N
Pre State Chart Audit Responsibilities & Procedures  Procedure for Purchasing Computer Equipment	6015 5001	N N
Procedure for Purchasing Computer Equipment  Procedure for Submission of Chart Documentation and Charge Data Invoices	6016	N
Procedure for Submission of Chart Documentation and Charge Data Invoices	0010	IN

Training Opportunities and Reimbursement for Expenses 803 2-4.21	Chapter Title	NEW SPM Section	Old SPM Section
Purchasing Procedure	Procedure for Unscheduled Appointments	712	9-1.17
Quality of Care Referral Policy         6002         N           Quality of Care Referral Policy         6022         N           Quality of Care Referral Procedure.         6022         N           Registration Requirements Pre-Licensed MSWs/MFTs         4012         3-1.24           Reimbursement For Travel & Related Expenses policy         3012         2-3.10           Release Form For Photographs/Viseloates         3008         2-1.31           Relocation of Furniture and Equipment         3019         4-2.21           Reporting Clinical Issues Related to QM to Appropriate Committee         6011         15.1.20           Reporting Clinical Issues Related to QM to Appropriate Committee         6011         15.1.20           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         402         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         501         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         103         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         501         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         502         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         502         N           Re	Psychological Testing	822	13-5.20
Quality of Care Referral Policy         6022         N           Quality of Care Referral Procedure         6023         N           Registration Requirements Pro-Licensed MSWs/MFTs         4012         3-1,24           Reimbursement For Travel & Related Expenses policy         3012         2-3,10           Release Form For Photographs/Vielderpases         3008         2-1,31           Relocation of Furniture and Equipment         3019         4-2,21           Remote Access Policy         5006         N           Reporting Clinical Issues Related to OM to Appropriate Committee         6011         15,120           Reporting Suspected Dependent Adul/Eider Abuse and Neglect Policy         402         12-1,13           Reporting Suspected Dependent Adul/Eider Abuse and Neglect Policy         501         12-1,13           Reporting Suspected Dependent Adul/Eider Abuse and Neglect Procedure         401         12-1,13           Reporting Suspected Dependent Adul/Eider Abuse and Neglect Procedure         502         12-1,13           Reporting Suspected Dependent Adul/Eider Abuse and Neglect Procedure         502         12-1,13           Reporting Suspected Dependent Adul/Eider Abuse Procedure         502         12-1,13           Reporting Suspected Dependent Adul/Eider Abuse and Neglect Procedure         502         12-1,13           Reporting	Purchasing Procedure	3017	4-2.13
Quality of Care Referral Procedure         6023         N           Registration Requirements Pre-Licensed MSWs/MFTs         4012         3-1.24           Reinbursement For Travel & Related Expenses policy         3012         2-3.10           Release Form For Photographs/Videotapes         3008         2-1.31           Reporting Clinical Issues Related to QM to Appropriate Committee         6011         15.1.20           Reporting Clinical Issues Related to QM to Appropriate Committee         6011         15.1.20           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         402         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         103         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         103         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         401         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         502         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         500         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         600         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         600         600         12-1.13           Reporti	Quality Management Committee Membership/Participation	6009	15-1.10
Registration Requirements Pre-Licensed MSWs/MFTS	Quality of Care Referral Policy	6022	N
Reimbursement For Travel & Related Expenses policy         3012         2.3.10           Release Form For Photographs/Videotappes         3008         2-1.31           Relocation of Furniture and Equipment         3019         4-2.21           Remote Access Policy         5006         N           Reporting Clinical Issues Related to QM to Appropriate Committee         6011         15.1.20           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         501         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         103         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         401         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         502         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         502         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse Procedure         500         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse Procedure         500         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse Procedure         500         104         12-1.13           Reguest for Information Technology Support Procedure         500         N         500         N           Request for Short-Doyle Medical Certi	Quality of Care Referral Procedure	6023	N
Relocation of Furniture and Equipment Relocation of Furniture and Equipment Resociation of Furniture and Equipment Remote Access Policy Reporting Clinical Issues Related to QM to Appropriate Committee Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Request for Information Technology Support Procedure Request for Information Technology Support Procedure Request for Short-Doyle Medical Certification Requesting an initial Choice of Provider and a Change of Provider Policy Research Resear			3-1.24
Relocation of Furniture and Equipment Remote Access Policy Remote Access Policy Remote Access Policy Reporting Clinical Issues Related to QM to Appropriate Committee 6011 15.1.20 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy 501 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy 501 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy 502 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure 503 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure 504 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure 505 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse Procedure 506 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse Procedure 507 N Request for Information Technology Suspont Procedure 508 N Request for Information Technology Suspont Procedure 509 N Request for Short-Doyle Medical Certification 6002 5-1.11 Requesting an initial Choice of Provider and a Change of Provider Policy 6006 8-3.2 Research & Evaluation Functions 6004 8-3.10 Research A Evaluation Functions 6005 8-3.2 Retention of Medical Records Policy 6006 8-3.2 Retention of Medical Records Policy 6007 8-3.2 Retention of Medical Records Policy 6008 8-3.2 Retention of Medical Records Policy 6009 11-1.20 Risk Assessment Policy 6009 11-1.20 Risk Assessment Policy 6009 11-1.20 Risk Assessment Policy 6009 11-1.20 Raity in the Field procedure 7013 7-2.20 Salth-Isa Block Grant-Annual Program Review 6024 N 8ample Medications 7016 12-1.47 Saltstying Consumer Language Needs 7018 9-1.47 Security of Protected Electronic Health Information Policy 801 Help Group Protocol 801 Help Group Protocol 802 9-1.47 Security of Protected Electronic Health Information Policy 803 11-1.20 Service Deletions and Corrections 7016 12-2.12 Subpona of Medical Records 7016 12-2.12 Subpona of Medical Records 7017 12-1.10 Threats Against Federal or State Officials Policy 7014 12-1.10 Threats of Assault by Clients on DBH Staff 71ming Oppor		3012	2-3.10
Remote Access Policy Reporting Clinical Issues Related to OM to Appropriate Committee Reporting Clinical Issues Related to OM to Appropriate Committee Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Adult 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Adult 12-1.13 Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Request for Information Technology Support Procedure Request for Information Technology Support Procedure Requesting an initial Choice of Provider and a Change of Provider Policy Research & Evaluation Functions Research Bolicy Research Policy Research Policy Research Policy Revisions, Additions, and /or Removals To/From SPM Revisions, Additions, and /or Removals To/From SPM Risk Assessment Policy Risk Assessment Policy Rafety and Emergency Coordination After in the Field procedure Revisions Support Revision Revis	Release Form For Photographs/Videotapes	3008	2-1.31
Reporting Clinical Issues Related to OM to Appropriate Committee   401			4-2.21
Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         402         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         103         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy         103         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         401         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         502         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse Procedure         104         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse Procedure         502         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         104         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         502         12-1.13           Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure         500         N           Request for Information Technology         600         600         606           Request for Store Adult of Store Policy         6006         600         60-1.11           Research & Evaluation Functions         6004         8-3.10         600         8-3.2           Retention of Medical Records Policy         906         14-1.30         800 <td>Remote Access Policy</td> <td>5006</td> <td>N</td>	Remote Access Policy	5006	N
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Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Reporting Suspected Dependent Adult/Elder Abuse and Neglect Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Reporting Suspected Dependent Adult/Elder Abuse Procedure Request for Information Technology Support Procedure Request for Information Technology Support Procedure Request for Short-Doyle MediCal Certification Requesting an initial Choice of Provider and a Change of Provider Policy Research & Evaluation Functions Research & Evaluation Functions Research Policy Research Policy Research Policy Research Policy Research Removals To/From SPM Research Removals To/From SPM Research Removals To/From SPM Research Removals To/From SPM Revisions, Additions, and /or Removals To/From SPM Revisions, Additions, and /or Removals To/From SPM Revisions, Additions, and row Removals To/From SPM Revisions, Additions, and row Removals To/From SPM Revisions, Redictions, and row Removals To/From SPM Revisions, Redictions Revisions, Rev	Reporting Suspected Dependent Adult/Elder Abuse and Neglect Policy	501	12-1.13
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<u>Training Policy</u> 8001 2-4.20 & 3-1.90			
	<u>Training Policy</u>	8001	2-4.20 & 3-1.90

Chapter Title	NEW SPM Section	Old SPM Section
Translation of Written Materials Procedure	1009	9-1.46
<u>Translation Policy of Written Materials</u>	1003	9-1.46
<u>Travel Procedure</u>	3013	2-3.11
Treatment of DBH Employees by DBH Facilities	804	3-2.23
Use of Supplies and Equipment/Notification of Loss or Damage	3018	4-2.20
<u>User I.D and Password Policy</u>	5009	N
<u>Vacation Leave - Request</u>	4023	3-2.50
Vehicle Accidents Reporting Procedure	7019	2-3.20
Vehicle Usage Policy	3015	2-3.22
Vehicle Usage Procedure	3025	2-3.22
<u>Violence or Threats by Employees</u>	7001	3-1.80
<u>Volunteer Policy</u>	4013	3-1.70
Voter Registration Services	801	2-1.36
Waiver for Pre-Licensed Psychologist	4011	3-1.23
Waiver of Consumer's Responsibility to Pay for Medications	816	9-2.30
Work Schedules	4007	3-1.16
Workstation and System Security Policy	924	N